

## Minutes

Statewide Interoperability Executive Council Homeland Security  
March 25, 2004

Gowen Field Building 578

Members Present: Chairman Mark Lockwood - ICOPA  
Clark Hendrickson - SSC San Diego  
Bob Cagle - SSC San Diego ICTAP  
Jerry Goetz - FBI  
John Sutton - SAIC Supporting SSC San Diego ICTAP  
Jim Forgy - SAIC  
Nick North - ICTAP/SAIC  
Greg Laragan - Idaho Transportation Dept.  
Dan Charboneau - Idaho State Police  
Matt Howarth - Motorola  
Mary Halverson - ID Bureau of Homeland Security  
Bruce Allcott - Id. Fire Chiefs Assoc.  
Scot Maring - Idaho Department of Administration  
Nathan Bentley - ITRMC ID Department of Admin.  
Don Fournier - ITRMC  
Dia Gainor - DHW/EMS  
John Cline - BHS  
Stan Passey - ISP  
R. Scott Reese - AIC  
Steve Southwick - Idaho Sheriffs  
John Elorrieta - IAC  
Stephen Jenkins - NIFC  
Mike Candelaria - DOI/BLM  
Joel Harrington - ADCOMM Engineering  
Joe Roche - Dept of Administration  
Pam Ahrens - Dept. of Administration

Chairman Mark Lockwood called the meeting to order at 9:00am

An attendance sheet was passed around to the members  
Attendees introduced themselves.

### **Review & Approve Minutes & P25 Motion**

Review of the last meeting minutes was made. Corrections to last month's minutes are as follows:

2nd page Third line - SEIC should read SIEC  
Motion by John Cline - InterMac should read Dept of Administration  
Middle of Page - Interoperability Methods Overview - OPD should read ODP  
6th page Greg Laragan (ITD) change E-Mail address to [glaragan@itd.state.id.us](mailto:glaragan@itd.state.id.us)  
<<mailto:glaragan@itd.state.id.us>>  
Nick North (SAIC) E-mail address should have been [northn@saic.com](mailto:northn@saic.com) <<mailto:northn@saic.com>>

A Motion to adopt the minutes was made and seconded.

A Motion was made to adopt the FCC APCO P25 as our standard concerning communications. John Cline seconded the Motion.

### **Funding, State Microwave, State 700 MHz Frequencies -Joe Roche**

Copies of a power point presentation were handed out to the attendees.  
A funding opportunity is available from the NIJ. They have announced a grant opportunity. It was posted Feb 26th. This grant appears to be an opportunity to foster interoperability. The deadline for applying for this grant is April 27th 2004. Eligible applicants include State, City, County governments, Independent School districts, Native American tribes, and private institutions of Higher learning, among others. For more detail on this grant go to  
<<http://www.ncjrs.org/pdffiles1/nij/s1000666.pdf>> or <<http://www.ncjrs.org/txtfiles1/nij/s1000666.txt>>

The question of who is using and who can use the microwave system was addressed. As part of their charter the Department of Administration is required by law to supply public safety radio communication services to State agencies, higher education and elected officials. Equally as important, they are to provide means for political subdivisions in our state to utilize the state communication system. The State Microwave System is a shared resource. It is shared by a variety of agencies, an example being Idaho public television (to transport their broadcast television signal). Also, The department sales service to various State agencies, Federal agencies and school districts to help expand their coverage. The Department Of Administration, today has a Geographical license to operate any number of three hundred and eighty four 6.25 kHz channels to communicate to 2-way radios anywhere in the state of Idaho.

In the area of Geographical Area Licensing, the major policy goals are to promote interstate cooperative arrangements, promote greater spectrum efficiency and afford greater operational flexibility & simplified system expansion. There are conditions of the license. The first being, they must provide substantial service to 1/3rd of the population or territory by January 1, 2012, second, they must provide substantial service to 2/3rds of the population or territory by January 1, 2017. Third, any unused State license spectrum will revert to the 700 Mhz Regional Planning committee (General use).

Dia Gaynor made a motion that the SIEC endorse the concept of Geographical area licensing as is deemed necessary. Bruce Allcott seconded the motion. The motion was unanimously passed.

A letter of endorsement for the Geographic licensing will be put together and posted on the web page.

#### **Montana SIEC & Sub Committee Update - Jerry Goetz**

Jerry gave a general summary of his trip to the Montana SIEC meeting followed by a report on the progress of the sub-committee. An E-mail was sent out to members of the committee to get a general idea of whom they can and can't talk to. This information has been forwarded to the SPAWAR people.

#### **Constructing & Joining Radio Systems - Joel Harrington, ADCOMM**

Joel Harrington is from the state of Oregon. He presented a power-point presentation explaining the process of constructing and joining radios systems. On the topic of constructing a new radio system, information was given from organizing your original core group, financial information, negotiating contracts to knowing your coverage requirements. On the topic of joining an existing system he spoke on picking your partnerships, pre-planning for costs (present and future), consider hidden fees, repairs, documentation and who will be the point of contact. The comment was made that this presentation included information that could be a "check off list" for this committee. The complete presentation is available on disk.

#### **Continuation of Template Development - ODP Group**

Clark Hendreckson introduced Bob Kagel. Bob is the Sight Lead for the state of Idaho ICTAP (Interoperable Communications Technical Assistance Program) effort. John Sutton, Jim Corgy (SIEC) and Nick North were also introduced.

Clark started with an issue raised in the last meeting concerning the work plan template. The issue was "What is it that they can and can't do in offering technical assistance?"

Can

Provide system engineering services for interoperability communications as it relates to WMD/Terrorism related incidents  
Organization of assessments taking place and evaluate the data from interoperable communications.  
Populate and maintain communications system data bases.  
Configuration Design & set-up of interconnect systems.  
Review and provide inputs for RFP's.

Can't

Provide system engineering services for All Hazards.  
Collect data from assessment.  
Assist in implementation process of near term approaches.  
System installations & Equipment Procurement (subject to discussion).  
Write or Develop RFP's.

Don't be afraid to ask what they are able to provide.

#### **Phases of the Work Plan**

Where we are now.

1St Phase- Identifying the need for interoperable communications. We are trying to find out what the interoperability gaps are, define who needs to talk to whom. This phase includes the Point of contact questionnaires. This will be followed

by the distribution and collections of the questionnaires. The ODP group would like to have access to the information that is gathered in these questionnaires. This will be used to help them, help us.  
There was discussion on who would ultimately house and organizing the information received from the questionnaires. There were many ideas discussed but no definitive answer was reached. Later in the process it will be easier to answer this question.

#### **Lunch on site**

#### **Template Development - ODP Group**

Nick North spoke to the committee. He requested that they receive any after action reports from previous exercises if they involve First responders and their comments about communications. After reviewing the reports they will come back to the council with a summary of when communication worked and when it didn't. They would like to facilitate a brainstorming session with the information they receive based on a scenario. This step will allow all of us to see who needs to communicate with whom in a scenario basis and not just have a list of data in a database. Possible long range and short-range potential solutions would be brought back to the council.

Mr. North suggested that the ODP group and the six basic disciplines (PSAP's, police, fire, ect.) could get together and discuss scenarios. This could possibly be done as a teleconference.

Mary Halverson from the Bureau of Homeland Security brought up the point that all six areas are putting on a full scale Exercise before June. Two have already happened but four are still to come. It was decided that questions would be put together and sent to Mary, by Tuesday, and then forwarded on to the districts. These questions would be added to their AAR's.

#### **Education of the Public -Mark Lockwood**

We are at a point of needing some outreach to make people aware of the deadlines that the committee faces and also the magnitude of this project. This would include educating the public and also government subdivisions. They need to know what this project means to the state including it's population and it's visitors.

Dia Ganor was chosen as the Chairperson for an Outreach committee. She will choose other members to assist her on this committee.

Mark would like everyone to E-mail Dia with dates and information on your upcoming annual meetings. This information will enable her to put together a time line to present the SIEC information. He would like this done as soon as possible so that the Outreach committee can secure a time slot on these agendas.

#### **Report on Assessment model -John Cline**

After changes discussed by the committee are made to the Assessment letter and questionnaires, they will be mailed out on or around April 10, 2004. The request was made to put a copy of the Questionnaire on the web sight so that it can be printed and mailed in. A hard copy will still be mailed.

Other discussion: The SIEC sight is now live. It can be found at [www.siec.id.gov](http://www.siec.id.gov) <<http://www.siec.id.gov/>>. Scot Maring will be responsible for updating the web sight.

#### **Planning for next meeting & Adjournment - Chairman Lockwood**

Next meeting will be April 22, 2004 at Gowen Field Building 578.  
Motion to Adjourn, seconded, all were in favor.

Londa Huwa  
Idaho Bureau of Homeland Security Haz Mat